

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name/Law Firm Name]
[Recipient Address]
[City, State, Zip Code]

Re: Acknowledgment of Cease and Desist Letter dated [Date of original letter]

Dear [Recipient Name],

This letter is to formally acknowledge receipt of your Cease and Desist letter dated [Date], regarding [briefly state the matter, e.g., alleged copyright infringement / use of trademark / specific activity].

We take these allegations seriously and are currently reviewing the claims made in your correspondence. We require a reasonable amount of time to investigate the matter and, if necessary, consult with legal counsel to determine the appropriate course of action.

In the interim, please be advised that [optional: we have temporarily suspended the activity in question / we are looking into the technical aspects of your request]. This acknowledgment does not constitute an admission of any wrongdoing or a waiver of any rights or defenses available to us under the law.

We expect to provide a formal response to your demands by [Date]. If you have any further information or documentation that would assist in our review, please forward it to the address above.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]